



# SUPERIOR COURT



**Hon. John N. Nelson,**  
**Presiding Judge**  
**Margaret C. Guidero,**  
**Court Administrator**

Superior Court in Yuma County is an essential part of a justice system that provides a fair and impartial forum for resolution of disputes; striving to provide meaningful access to the courts by all, including self-represented litigants; ensuring that those that violate the laws are held accountable; and helping protect children, families and the community from physical or financial harm.

## MAJOR FUNCTIONS

**Superior Court Judges:** Conduct over 17,000 hearings annually for criminal, civil, domestic relations, adoptions, mental health, probate guardianships & conservatorships. Two Judges handle Juvenile Court matters.

The Judges are:

Division 1: Mark Wayne Reeves

Division 2: John Paul Plante

Division 3: Lawrence C. Kenworthy

Division 4: David M. Haws

Division 5: John N. Nelson, Presiding Judge

Division 6: Maria Elena Cruz

The **Court Administrator:** Is appointed by the Presiding Judge and manages the following functions:

### Human Resources:

Manages recruitment, annual & sick leave, FMLA, Workers Compensations claims and employee grievances for Superior Court and assists with the compensation plan for Superior Court and court departments including Adult Probation, Juvenile Court and Clerk of Superior Court.

The **Budget Division:** Plans, projects, manages & has general oversight & audit responsibility of 100 + funds of Adult Probation, Clerk of the Court, Justice Court, Juvenile Court & Superior Court.

### Judicial Collections:

Are performed by the Judicial Assistance Unit (JAU) which collects court-ordered fines & fees and criminal & civil assessments.

### Trial Related Services:

Court Trial Services pays for trial-related expenses.

The **Law Library:** provides meaningful access to the courts with case law and legal resources available to the public five days a week with bound volumes & an on-line legal reference sources.

### Court Support Services:

Consists of those people that provide direct assistance to the Judges when trials are being conducted.

### Court Information & Technology:

Provides automation & technology design & support for all court departments & critical services for "next generation" technology for the Justice Annex.



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## MAJOR FUNCTIONS (Concluded)

### Court Security:

Provides public safety services at the Courthouse, Adult Probation and the Juvenile Court facilities.

### Case Flow:

Develops policies and procedures to optimize the time it takes for cases to be processed.

### Conciliation Court:

Protects children & provides mediation services to determine custody & visitation for divorcing couples with minor children & education for divorcing parents with minor children.

## 2013-2018 OBJECTIVES

**CR-** By December 2014, provide Cost per Case data for Superior Court in order to comply with CourTools Measure 10 which is the average cost of processing a single case, by case type.

✓ 0% of strategies completed to provide Cost per Case data.

**CR-** By December 31, 2013, provide 100% of monthly budget performance reports & recommendations based on the reports to department heads & elected officials, within 5 days of receipt of the reports.

✓ 100% of monthly budget performance reports are provided to court department heads & elected officials within 5 days of receipt of the reports.

**CR-** Increase to 100% the timely submission of all budget documents by December 31, 2013.

✓ 100% of the time budget documents are submitted in a timely manner.

**CS-** By December 31, 2018, increase compliance to 100% with recommended case processing standards for all case types.

✓ 10% of case processing standards for all case types is in compliance.

**CS-** Increase the accuracy of Caseflow Reports to 80% by June 30, 2017.

✓ 10% of Caseflow Reports are accurate.

**CR-** By December 31, 2017, complete 100% of strategies to relocate Superior Court support functions, excluding the Law Library, into the Justice Center.

✓ 0% of strategies to relocate Superior Court support functions, excluding the Law Library, into the Justice Center are complete.

**CS-** By December 31, 2014, complete 100% of strategies to establish one additional judicial division.

✓ 0% of strategies to establish one additional judicial division are complete.

**CR-** By December 31, 2014, complete 100% of strategies to implement a Mental Health Court as part of the regular calendar in Superior Court.

✓ 75% of strategies to implement a Mental Health Court as part of the regular calendar in Superior Court are complete.

**CHSW-** By December 31, 2013, increase the number of qualified mediators for domestic relations cases and Juvenile Court in Yuma to 4.

✓ Currently, there are 4 qualified mediators for domestic relation cases and Juvenile Court.

**CHSW-** By December 31, 2013, reduce expenses for contract mediators by 75% and reduce percentage of rescheduled mediations in Superior Court to 25%.

✓ Expenses for contract mediators are reduced by 75% and reschedule mediations in Superior Court were reduced by 25%.



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## 2013-2018 OBJECTIVES-(Continued)

**CHSW-** By December 31, 2014, provide one education class per month for self-represented domestic relations litigants.

✓ 12 education classes are available per month for self-represented domestic relations litigants.

**CS-** By December 31, 2014, reduce the number of days to schedule mediation by 20 days and maintain reduction.

✓ Currently it takes 45 days to schedule a mediation.

**CHSW-** By December 2015, reduce the percentage of hearings in non-criminal matters in Justice Court by 25%.

✓ Hearings in non-criminal matters in Justice Courts have been reduced by 0%.

**CS-** By December 31, 2015, complete 100% of strategies to increase access of information to the public about Conciliation Court Services and family law issues.

✓ 25% of strategies to increase access of information to the public about Conciliation Court Services and family law issues are complete.

**CS-** By June 30, 2015, implement 100% of an automated request tracking system.

✓ 75% of an automated request tracking system is implemented.

**CS-** By June 30, 2016, provide a 100% reliable wireless broadband for public use in the Justice Center.

✓ 50% of the wireless broadband for public use in the Justice Center is reliable.

**CS-** Update 100% of servers to the most current operating system, MSSQL Server version, and storage management software versions by 2014.

✓ 0% of servers are upgraded.

**CR-** By June 30, 2017, increase the number of Court ITS staff certified in assigned duties to 8.

✓ 1 staff member has successfully obtained Court ITS certification.

**CR-** Reduce backlog of requests for service by 95% by 2018.

✓ 15% of backlog of calls for service have been reduced.

**CR-** By June 30, 2016, upgrade 100% of obsolete, unsupported & underperforming equipment in all of the e-courtrooms.

✓ 25% of obsolete, unsupported and underperforming equipment was upgraded.

**CR-** By June 30, 2016, complete 100% of court hosted website development.

✓ 0% of the court hosted website is developed.

**CR-** By June 30, 2017, increase the percent of replicated systems, applications and data moved to off site locations to 100%.

✓ 50% of replicated systems, applications & data were moved to offsite locations.

**CR-** Complete 100% of life cycle replacement of existing servers with virtualized servers by June 30, 2016.

✓ 0% of existing servers have been virtualized.

**CHSW-** Annually, certify 100% of Court Security Officers in firearms, tasers, handcuffs, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) equipment.

✓ 0% of Court Security Officers are qualified or certified with firearms, tasers, handcuffs, CPR and AED equipment.

**CHSW-** By December 31, 2014, replace 100% of obsolete court security surveillance and security systems in the Justice Center & Historic Courthouse.

✓ 0% of obsolete court security surveillance and security systems in the Justice Center & Historic Courthouse were replaced.



# SUPERIOR COURT

## 2013-2018 OBJECTIVES-(Continued)

**CHSW-** By December 31, 2015, replace 100% of obsolete court security surveillance and security systems in Justice Court Precinct #2 and Precinct #3.

- ✓ 0% of obsolete equipment for court security surveillance and security systems in Justice Court Precinct #2 and Precinct #3 was replaced.

**CHSW-** By December 31, 2013, complete 100% of the strategies to implement a career plan for Court Security Officers.

- ✓ 50% of strategies to implement a career plan for Court Security Officers are complete.

**CHSW-** By December 31, 2015, increase individual courtroom security to 100%.

- ✓ 0% of courtrooms have 100% coverage as needed.

**CHSW-** By December 31, 2015, digitize 100% of all court reporter notes consistent with the Arizona Supreme Court archive schedule.

- ✓ 50% of all court reporter notes are digitized.

**CR-** By December 31, 2015, implement 100% of Real-Time transcript capability among the Court Reporters.

- ✓ 80% of real-time capability among the Court Reporters is implemented.

**CS-** By December 31, 2013, increase qualified interpreter services provided for all case types in Justice Court and Superior Court to 100%.

- ✓ 100% of all case types are provided with qualified interpreter services.

**CR-** By December 31, 2014, translate into Spanish 100% of forms requested by court users for all court departments.

- ✓ 65% of requested court forms are translated into Spanish.

**CS-** By December 31, 2015, complete 100% of strategies to provide an internet site for customers to request transcripts.

- ✓ 0% of strategies to provide an internet site for customers to request transcripts are complete.

**CHSW-** Increase percent of staff familiar with existing Language Access Plans & procedures regarding access to interpreter services to 100% by December 31, 2013.

- ✓ 100% of staff is familiar with existing Language Access Plans & procedures regarding access to interpreter services.

**CR-** Increase the percent of fungible skills among staff interpreters to 100% by June 30, 2014.

- ✓ 50% of all staff interpreters are trained.

**CR-** Annually, increase and maintain collections at 25% of delinquent Superior Court cases that are 5 years old or older.

- ✓ Superior Court collections have increased by 25%.

**CR-** Annually, increase the percent of collections by 25% of delinquent Justice Court cases that are 5 years old or older.

- ✓ Justice Court collections have increased by 25%.

**CHSW-** By December 2014, convert 100% of Superior Court debtor cases from manual processes to an automated database.

- ✓ 50% of Superior Court debtor cases are converted to the JAU automated database.

**CR-** Increase Judicial Assistance Unit (JAU) collections of delinquent debts by 30% by December 31, 2014.

- ✓ Judicial Assistance Unit collections of delinquent debts increased by 0%.



# SUPERIOR COURT

## 2013-2018 OBJECTIVES-(Concluded)

**CS-** By December 31, 2014, increase the percentage of most commonly-used forms available for the public to 100%.

✓ 50% of most commonly-used forms are available to the public.

**CS-** By December 31, 2013, increase the number of customers who access the Law Library services by 50%.

✓ Customers who access the Law Library increased by 50%.

**CR-** By December 31, 2014, provide staff assistance 100% of the time that the Law Library & Self Service Center is open to the public.

✓ 50% of the time the Law Library & Self Service Center provides staff assistance.

Strategic Plan: [www.yumacountyaz.gov/strategicplan](http://www.yumacountyaz.gov/strategicplan)

## PERFORMANCE REPORTING

### Performance Measure Actuals & Benchmark - Superior Court

The following measures are departmental priorities identified in the County-wide Strategic Plan:

Department Goal:	Target/Benchmark				
Measure:	FY2014	FY2015	FY2016	FY2017	FY2018
<b>Maintain a Professional Workforce and Improve Operational Efficiencies.</b>					
% of strategies completed to provide Cost per Case data.	0%	100%	100%	100%	100%
<b>Maintaining a Professional Workforce and Improving Operational Efficiencies.</b>					
% of monthly budget performance reports provided to court department heads & elected officials within 5 days of receipt of the reports.	100%	100%	100%	100%	100%
% of timely submission of budget documents.	100%	100%	100%	100%	100%
# of staff who successfully obtain certifications required by the Arizona Code of Judicial Administration at Part 1, Chapter 5, Section 1-507 (D) (5)(a).	1	3	5	7	8
% reduction in backlog of calls for service.	15%	30%	50%	75%	95%
% of Court Security Officers qualified or certified with firearms, tasers, handcuffs, CPR and AED equipment.	0%	100%	100%	100%	100%
% of obsolete equipment in the Justice Center & Hispanic Courthouse replaced.	0%	50%	100%	100%	100%
% of obsolete equipment in Justice Court Precinct #2 and Precinct #3 replaced.	0%	50%	100%	100%	100%
% of time that the Law Library & Self Service Center provides staff assistance.	50%	50%	100%	100%	100%
<b>Strengthening the Administration of Justice.</b>					
% of compliance with case processing standards for all case types.	10%	40%	60%	80%	100%
% of accuracy of Caseflow Reports.	10%	30%	50%	80%	100%
% of obsolete, unsupported & underperforming equipment that is upgraded.	25%	75%	100%	100%	100%
% of real-time capability implemented.	80%	100%	100%	100%	100%
% of increased collections of delinquent Superior Court cases.	25%	25%	25%	25%	25%
% of increased collections of delinquent Justice Court cases.	25%	50%	75%	100%	100%
<b>Strengthening the Administration of Justice; Maintaining a Professional Workforce and Improving Operational Efficiencies.</b>					
% of strategies completed to relocate Superior Court support functions, excluding the Law Library, into the Justice Center.	0%	25%	50%	75%	100%
% of replicated systems, applications & data moved to off site locations.	50%	63%	75%	100%	100%
% of servers virtualized.	0%	100%	100%	100%	100%
% of courtrooms with 100% coverage, as needed.	0%	0%	0%	0%	100%
% of all staff interpreters trained.	50%	100%	100%	100%	100%
% of Superior Court debtor cases converted to the JAU automated database.	50%	50%	100%	100%	100%
% increase in Judicial Assistance Unit collections.	0%	50%	80%	100%	100%



# SUPERIOR COURT

## PERFORMANCE REPORTING-Continued

### Performance Measure Actuals & Benchmark - Superior Court

The following measures are departmental priorities identified in the County-wide Strategic Plan:

Department Goal:	Target/Benchmark				
Measure:	FY2014	FY2015	FY2016	FY2017	FY2018
<b>Strengthening the Administration of Justice; Protecting Children, Families and Communities.</b>					
% of strategies completed to establish one additional judicial division.	0%	0%	100%	100%	100%
% of strategies completed to implement a Mental Health Court as part of the regular calendar in Superior Court.	75%	100%	100%	100%	100%
<b>Protecting Children, Families &amp; Communities; Strengthening the Administration of Justice.</b>					
# of qualified mediators.	4	4	4	4	4
% reduction of contract mediator expenses.	75%	90%	92%	93%	95%
% of rescheduled mediations.	25%	10%	8%	5%	5%
# of days to schedule a mediation.	45	25	25	25	25
# of education classes per month.	12	12	12	12	12
<b>Protecting Children, Families and Communities; Strengthening the Administration of Justice; Maintaining a Professional Workforce and Improving Operational Efficiencies.</b>					
% reduction in non-criminal matters in Justice Court.	0%	0%	25%	25%	25%
<b>Protecting Children, Families and Communities; Strengthening the Administration of Justice; Improving Communications.</b>					
% of strategies completed to increase access of information to the public about Conciliation Court Services and family law issues.	25%	75%	100%	100%	100%
<b>Improving Communications.</b>					
% of implemented automated system.	75%	100%	100%	100%	100%
% of wireless broadband network that is reliable.	50%	75%	100%	100%	100%
% of servers upgraded.	0%	0%	100%	100%	100%
% increase of most commonly-used forms available.	50%	80%	100%	100%	100%
<b>Strengthening the Administration of Justice; Improving Communications.</b>					
% of website developed.	0%	0%	100%	100%	100%
% of all case types provided with qualified interpreter services.	100%	100%	100%	100%	100%
% of requested court forms translated into Spanish.	65%	100%	100%	100%	100%
% of strategies completed to provide an internet site for customers to request transcripts.	0%	75%	100%	100%	100%
% of staff familiar with existing Language Access Plans & procedures regarding access to interpreter services.	100%	100%	100%	100%	100%
<b>Maintaining a Professional Workforce and Improving Operational Efficiencies; Strengthening the Administration of Justice.</b>					
% of strategies completed to implement a career plan for Court Security Officers.	50%	50%	100%	100%	100%
<b>Maintaining a Professional Workforce and Improving Operational Efficiencies; Improving Communications; Strengthening the Administration of Justice.</b>					
% of digitized court reporter notes.	50%	100%	100%	100%	100%
<b>Improving Communications; Improving the Legal Profession.</b>					
% of customer who access the Law Library.	50%	60%	70%	80%	90%



# SUPERIOR COURT

## AUTHORIZED FULL TIME EQUIVALENT

Authorized Positions by Major Function				
	2012-13	2013-14	2014-15	2015-16
Judges (incl. pro-tempores)	9.000	9.000	9.000	9.000
Court Support Services	22.50	23.00	25.00	25.00
Court Administrator	3.00	3.00	2.00	2.00
Conciliation	1.00	2.00	2.00	2.50
Court Security	10.00	10.00	10.00	10.00
Budget	1.20	2.00	2.00	2.00
Collections	6.00	7.00	7.00	7.00
Trial Related Services	2.70	3.00	3.00	3.00
Law Library	1.00	1.00	1.00	1.00
Information & Technology	5.95	5.95	5.95	5.95
Case Flow	1.00	1.00	1.00	1.00
Human Resources	1.00	1.00	1.00	1.00
<b>Total</b>	<b>64.350</b>	<b>67.950</b>	<b>68.950</b>	<b>69.450</b>

The department is requesting 1 FTE for a Judge position, 1 FTE for a Judicial Assistant position, 1 FTE for a Bailiff position and .5 FTE for an Office Assistant. The department also requested for transfer of funding for .68 of a Judge position and .27 of Mental Health Coordinator from Special Revenue Fund to General Revenue Fund.

The County Administrator is recommending the .5 Office Assistant.

## 2016 ANNUAL BUDGET

Superior Court **OPERATIONS** (excluding Court Trial Services) is primarily funded through the General Fund.

**Revenue:** General Fund support is at the level needed for General Fund expenditures. There are no substantial changes in Special Revenue this fiscal year.

**Personnel:** The net increase is primarily due to increases in the Cost of Living Increase line item and personnel actions in the current fiscal year. **Supplies and Services:** There are no substantial changes this fiscal year.

**Capital Outlay:** There is no Capital outlay budgeted this fiscal year. **Transfers:** The transfers include a transfer from the General fund to Fill the Gap for personnel costs.

Superior Court-Admin, Security, JAU & IT	Actual 2012-13	Actual 2013-14	Budget 2014-15	Estimate 2014-15	Budget 2015-16	% Change
<b>Sources</b>						
General Revenue	\$ 4,112,191	\$ 4,416,076	\$ 4,585,265	\$ 4,624,050	\$ 4,582,746	-0.05%
Special Revenue	811,030	837,610	861,736	887,158	868,935	0.84%
Balance Forward	532,491	455,996	341,648	345,733	374,543	9.63%
<b>Total Sources</b>	<b>\$ 5,455,712</b>	<b>\$ 5,709,682</b>	<b>\$ 5,788,649</b>	<b>\$ 5,856,941</b>	<b>\$ 5,826,224</b>	<b>0.65%</b>
<b>Uses</b>						
Personnel	4,164,923	4,520,071	4,673,395	4,626,431	4,722,047	1.04%
Supplies & Services	813,198	796,833	856,462	840,990	844,342	-1.42%
Capital Outlay	-	5,407	-	34,940	-	N/A
Debt Service	-	-	-	-	12,217	N/A
Reserves & Contingencies	-	-	349,787	-	267,770	-23.45%
<b>Total Uses</b>	<b>\$ 4,978,121</b>	<b>\$ 5,322,311</b>	<b>\$ 5,879,644</b>	<b>\$ 5,502,361</b>	<b>\$ 5,846,376</b>	<b>-0.57%</b>
<b>Other Sources &amp; Uses</b>						
Transfers In	89,639	156,238	167,576	186,871	176,582	5.37%
Transfers Out	(118,669)	(161,906)	(155,463)	(174,758)	(164,469)	5.79%
<b>Total Other Sources &amp; Uses</b>	<b>\$ (29,030)</b>	<b>\$ (5,668)</b>	<b>\$ 12,113</b>	<b>\$ 12,113</b>	<b>\$ 12,113</b>	<b>0.00%</b>
Other Restricted	\$ 448,561	\$ 381,703	\$ (78,882)	\$ 366,693	\$ (8,039)	-89.81%

\* Unbalanced amounts due to shared funds 02213 and 02215 with Clerk of Superior Court.





# SUPERIOR COURT

## 2016 ANNUAL BUDGET-(Concluded)

Superior **Court Trial Services** is funded through the General Fund's general resources.

**Revenue:** General Fund support is at the level needed for General Fund expenditures.

**Personnel:** There are no substantial changes this fiscal year.

**Supplies and Services:** There are no substantial changes this fiscal year.

**Capital Outlay:** There is no Capital Outlay budgeted this fiscal year.

Court Trial Services	Actual 2012-13	Actual 2013-14	Budget 2014-15	Estimate 2014-15	Budget 2015-16	% Change
<b>Sources</b>						
General Revenue	\$ 777,296	\$ 772,186	\$ 888,229	\$ 888,339	\$ 887,735	-0.06%
Special Revenue	-	-	-	-	-	N/A
Balance Forward	-	-	-	-	-	N/A
<b>Total Sources</b>	<b>\$ 777,296</b>	<b>\$ 772,186</b>	<b>\$ 888,229</b>	<b>\$ 888,339</b>	<b>\$ 887,735</b>	<b>-0.06%</b>
<b>Uses</b>						
Personnel	174,963	149,709	202,946	202,946	202,423	-0.26%
Supplies & Services	600,277	620,421	683,227	683,337	683,256	0.00%
Capital Outlay	-	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	-	-	-	N/A
<b>Total Uses</b>	<b>\$ 775,240</b>	<b>\$ 770,130</b>	<b>\$ 886,173</b>	<b>\$ 886,283</b>	<b>\$ 885,679</b>	<b>-0.06%</b>
<b>Other Sources &amp; Uses</b>						
Transfers In	-	-	-	-	-	N/A
Transfers Out	(2,056)	(2,056)	(2,056)	(2,056)	(2,056)	0.00%
<b>Total Other Sources &amp; Uses</b>	<b>\$ (2,056)</b>	<b>\$ (2,056)</b>	<b>\$ (2,056)</b>	<b>\$ (2,056)</b>	<b>\$ (2,056)</b>	<b>0.00%</b>
Other Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	N/A